

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

New FY-1985 Office of Logistics Objectives

FROM: C/HOME/OL
3E14
HQS

EXTENSION

NO.

DATE

5 OCT 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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5 October 1984

MEMORANDUM FOR: Director of Logistics

FROM:

Chief, Headquarters Operations, Maintenance and Engineering (HOME) Division, OL

SUBJECT: New FY-1985 Office of Logistics Objectives

In response to the request by the Director of Logistics for FY-1985 Office-wide and Division-wide objectives, the following are OL/HOME's suggested objectives:

1. OL Objectives:

(a) Identify a specific orientation, training, and "public relations" campaign that will enhance the personnel and service-oriented image of the Office of Logistics.

(b) Complete Phase I of a multi-phased Integrated Logistics Support System to cover the maintenance and operation (M&O) of the Headquarters Complex including the new building.

2. HOME Objectives:

(a) Develop and implement a storage and materials handling plan that will eliminate use of public corridors and hallways in the Headquarters Building for storage use.

(b) Develop an overall HOME services guide for personnel assigned to the Headquarters Compound.

(c) Develop a Division-wide/Allied Corp. integrated office management system for optimum use of Wang processing capabilities.

(d) Establish a standard selection of modular office furniture to replace gray metal furniture and meet word/data processing needs.